



FRAUD PREVENTION ASSISTANT

The U.S. Consulate General in Melbourne is seeking an individual for the position of Fraud Prevention Assistant in the Consular Section.

Salary: A\$60,779 p.a. pro-rata + superannuation benefits

Hours: 20hrs/week, Tuesday to Friday.

All applicants must address the selection criteria with specific and comprehensive information supporting each item.

1. Completion of secondary school (Year 12) is required.
2. Must have six months of progressively responsible experience in criminal, private or claims investigation.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. Sound knowledge of Microsoft Office applications and an ability to type 40 wpm is required. This will be tested.
5. Knowledge of criminal investigation principles, methodologies and techniques is required, including familiarity of legal documentation for the purpose of fraud detection. This will be tested.
6. A current driver's license that enables the individual to legally drive in Australia is required.

For further information please refer to the: Refer to [Duties and Responsibilities Statement.](#)

Forward letter, response to the selection criteria and resume to the
Regional Human Resources Office, American Embassy, Moonah Place,
Yarralumla, ACT 2600 by **18 MARCH 2010.**

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

Note: *Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.*

The U.S. Government is an Equal Opportunity Employer and maintains a drug free work environment.

POSITION TITLE: <u>FRAUD PREVENTION ASSISTANT</u>	POSITION GRADE LE- 7 (STARTING SALARY A\$60,779, PRO-RATA)
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DUTIES AND RESPONSIBILITIES

Basic Function of the Position

As directed by the Fraud Prevention Manager and/or Consular Chief, investigate all Non-Immigrant Visa petitions and other consular cases, including American Citizen Services, for potential fraud. The position in particular focuses on petition cases for work visas.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Susan Pietsch at (02) 6214 5709.

Major Duties and Responsibilities

Conduct the full range of investigations into consular cases, with special emphasis on work visa petitions, to verify bona fides of companies, applicants, and other aspects relevant to consular adjudication. Prepare timely, succinct reports for the interviewing consular officers. Coordinate with Australian, U.S. and other relevant authorities, contacts, and other sources to receive, evaluate and summarize for consular officer review data on persons seeking consular services, in particular work visa applicants.

Additionally, assist with full range of consular duties, including visa intake, biometric enrollment, and data entry.

Selection Criteria

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school (Year 12) is required.
2. Must have six months of progressively responsible experience in criminal, private or claims investigation.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.

4. Sound knowledge of Microsoft Office applications and an ability to type 40 wpm is required. This will be tested.
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NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED UNRESTRICTED WORK AND/OR RESIDENCY PERMITS WITH 12 MONTHS VALIDITY TO BE ELIGIBLE FOR CONSIDERATION.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (SF-171 or OF-612); or a current resume or curriculum vitae that provides the same information as an OF-612; plus
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Regional Human Resources Office
American Embassy
Moonah Place
YARRALUMLA ACT 2600

THE DEADLINE FOR APPLICATIONS IS MARCH 18, 2010

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.